



**SCHOHARIE COUNTY DEPARTMENT OF  
PERSONNEL & CIVIL SERVICE**  
ANNOUNCES CIVIL SERVICE *OPEN COMPETITIVE* EXAMINATION FOR  
**#68-021 PERSONNEL CLERK- REVISED FILING DATE**  
*Starting Salary: \$27,378 (2011 CSEA Starting Salary)*

\*Examination Fee – \$8.00

**\*\*\*LAST FILING DATE: OCTOBER 1, 2011    DATE OF EXAMINATION: October 15, 2011**

**ELIGIBLE LIST:** *The list resulting from this examination will be used to fill vacancies, as they occur in the Schoharie County Personnel Department.*

**RESIDENCE REQUIREMENTS:** An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **and either:**

- A) One year of clerical experience involving personnel transactions; **OR**
- B) Two years of entry clerical experience in an office situation; **OR**
- C) Completion of 30 credit hours in the Business or Human Resources area at a regionally accredited or New York State registered college or university; **OR**
- D) An equivalent combination of training and experience as indicated in A), B) and C) above.

**NOTE:** Part-time work experience will be pro-rated so weekly hours must be recorded on application.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for performing entry-level personnel functions associated with personnel administration. The Personnel Clerk maintains personnel records, answers routine personnel questions, and processes paperwork necessary for the civil service and personnel administration. Considerable contact with the public, employees, and local officials is required in carrying out the assignments and responsibilities of this position. The work is performed under the general supervision of the Personnel Officer, or other senior human resources staff. Does related work as required.

**USE OF CALCULATORS IS ALLOWED**

***Subjects of examination:*** *A written test designed to evaluate knowledge, skills and /or abilities in the following areas:*

- 1. Filing** These questions test for the ability to arrange given information into orders specified by directions. You will be asked to arrange a list of names into a file in several different orders (e.g., alphabetically, by name or job title and numerically, by age or by other numeric code). Questions ask what name or number appears in a given position in a specified file order. Knowledge of alphabetical and numerical order is required. No knowledge of particular types of filing systems is needed.
- 2. Office record keeping** These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.
- 3. Personnel principles and practices** These questions test for knowledge of the principles and practices used in performing procedures and in addressing issues that are part of the personnel function in a governmental agency, and in responding to general questions about the personnel function.
- 4. Preparing written material** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
- 5. Understanding and interpreting written material** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

**PERFORMANCE TESTS:** Candidates will be notified of the date of the two performance exams. There will be a typing performance as well as a data base performance exam. The typing test will consist of a test of accuracy and speed at a minimum acceptable rate of 35 words per minute. This test will be administered on a computer keyboard. No knowledge of computer operations or any specific program is required. The data base test will require you to use a conventional personal computer (PC) with a standard keyboard to perform various clerical tasks using simulated databases. The databases will be of a generic variety; you do not need any present knowledge of these databases in order to do well on the test. When you begin the testing program you will receive graphic on-screen instructions that tell you how to use the databases and how to take the test. The test will consist of three parts. In Part One, you will be required to add, delete and update various records in a database. In Part Two, you will be required to look up records in a database and write down selected information from the records onto printed forms. In Part Three, the computer will present questions about the information that you wrote down in Part Two. You will enter your answers directly into the PC. Your rating on this test will be based on the amount of data entered and on the accuracy of those entries.

**RETEST POLICY:** Candidates who fail the performance portion of the test will be allowed to retake the performance test thirty days from the first attempt.

**WAIVER POLICY:** If you have taken the typing or database clerical performance test provided by the NYS Civil Service Department in the past five years, you may waive one or both performance portions of the test.

**APPLICATION FEE WAIVED:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

***\*The required examination fee is eight dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will NOT be returned to you. Please make check/money order payable to the Department of Personnel and include the examination number.***

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at:

**[www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm)**

Applications and exam announcements are available on our web site at [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

ISSUE DATE: August 11, 2011

**SEE REVERSE SIDE**